



TOWN OF WESTFORD
**PERMANENT TOWN
BUILDING COMMITTEE**
TOWN HALL
WESTFORD, MASSACHUSETTS 01886
(978) 692-5501

REQUEST FOR QUALIFICATIONS

FIRE DEPARTMENT CENTER STATION STUDY

PERMANENT TOWN BUILDING COMMITTEE
WESTFORD, MA

The Town of Westford, MA is seeking a qualified consultant to assist the Permanent Town Building Committee with a study to replace the Fire Department Headquarters located at 51 Main Street in Westford, MA. The duties and responsibilities are described herein.

Request for Qualifications documents may be picked up at the Office of the Town Manager in Westford Town Hall at 55 Main Street starting on May 1, 2014 or by registering online at <http://www.westfordma.gov/procurement>.

Inquiries and requests for information shall be made in writing to John Mangiaratti, Asst. Town Manager, (978) 692-5501 at the same address or can be submitted via email to jmangiaratti@westfordma.gov.

All interested parties and/or firms must submit ten (10) copies of the proposal to:

Thomas J. Mahanna, Chair
Permanent Town Building Committee
Town of Westford
55 Main Street
Westford, MA 01886

Proposals are due by 2:00 p.m. on Friday, May 30, 2014. Proposals are to be delivered to the Town Manager's Office, 55 Main Street, Westford, MA. Proposals shall include, as a minimum:

- * Cover letter
- * List of Project Team and resumes of key individual(s)
- * Statement that applicant/firm has met all the requested qualifications
- * Standard Designer Application Form for Municipalities and Public Agencies not within the Designer Selection Board jurisdiction
- * Copies of insurance certificates providing required coverage

*Posted by:
Thomas Mahanna, Chair
Permanent Town Building Committee
April 29, 2014*